

TIME MANAGEMENT STRATEGIES

REFERENCE GUIDE

Tackle Your Task

For some people, working on the most unappealing task first frees them up from anxieties associated with a long to-do list. Yet, for others, getting an easy task out of the way first is best. Regardless of the method used, breaking down large tasks into small, “bite-sized” pieces makes them easier, which means less stress for you.

Ditch the Distractions

Whether it’s obsessively organizing our file cabinets or checking our Facebook feed just one more time, it’s important to identify what keeps us from accomplishing urgent tasks. Be honest with yourself so you can confront your “time bandits” head on, and do whatever is necessary to remain productive.

Someday is Not a Day of the Week

It’s easy to tell yourself that you’ll eventually accomplish a dreaded task. Make an appointment with your task at a specific day and time. Even if you don’t finish it, at least it’s a start!

Switching Gears

Multitasking can be ineffective if you are constantly shifting to the newest priorities that cross your desk or switching between unlike activities. Task switching can help you save precious time by grouping similar activities and completing them one after another.

Prioritize Daily

When everything on your list seems to be a top priority, start with making a list of all tasks, then assess the value of each item to assign top priority. Focus your efforts on what must be done and what can be accomplished. This allows you to cut the remaining tasks and reprioritize the following day.



Old Habits Die Hard

It’s easy to go back to the way things were. Time management takes work, but you can do it! Adjusting your habits and maintaining those changes will reduce your stress level and give you extra free time – and who doesn’t want that?

Partnership Perks

DeVry University is proud and excited to be your educational partner. In addition to this seminar, here are the following perks for students who apply and are accepted to DeVry University:

- Partner Group Tuition Rate Savings
- Undergraduate and graduate application fee waiver
- Deferred billing options may be available

NEED MORE INFORMATION? WE’D LOVE TO HEAR FROM YOU.